



# Civil Service Commission

Monroe County, New York

**Jean Carrozzi**  
*Chairperson*

**Brayton McK. Connard, SPHR**  
*Executive Director*

June 18, 2015

JONATHAN R. PETERSON  
192 BLACKWELL LN  
HENRIETTA, NY 14467

Dear Candidate:

Congratulations on the successful completion of your civil service examination for **DIRECTOR OF FINANCIAL MANAGEMENT, OC-67436**, with a final score of **85.0**. Your position on the Eligible List at this time is **#1**. The term of the list has been established for one year **effective June 18, 2015** and may be extended when it is in the public interest. You will be notified of any such extension.

All candidates, except those who are immediately reachable, are entitled to a Computational Review where you may review your answer sheet against the official final rating key to verify that your papers have been accurately scored. You must request this review **IN WRITING** within ten days of the postmark of this notice.

When a vacancy exists, the agency with the vacancy will request our Commission to issue a "Certification of Eligibles". The agency will canvass you, usually by letter. The canvass letter will state the location of the position and any other important information about their position and will request your response by a certain date. If you are interested in being interviewed, you must respond by the date indicated. A late response may remove you from consideration for that particular appointment and failure to respond will make you ineligible for that appointment. You should respond to all canvass letters. You may choose to decline because of salary, location or your temporary inability to accept a position.

Based on the results of the canvass, the agency may appoint any candidate ranked as one of the top three or anyone tied with the third candidate who is willing to accept the position. Do not give notice of resignation to your current employer until you have accepted a formal offer of employment with an agency.

You can view the resulting Eligible List at [www.monroecounty.gov/hr/lists](http://www.monroecounty.gov/hr/lists) or in person in our office. You will see your standing on the list and any activity for that title. Under the "Activity" heading you will find information on agencies that have requested a list of names for possible vacancies and individual responses to any canvasses for that title.

**You are required to notify this office in writing of any address change.**

Good luck in your effort to secure an appointment. For further information on the Civil Service process, please visit our web-site at [www.monroecounty.gov/hr-civilservice.php](http://www.monroecounty.gov/hr-civilservice.php).

**\*\*KEEP THIS LETTER FOR FUTURE REFERENCE\*\***

**MONROE COUNTY CIVIL SERVICE COMMISSION**